



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

AUG - 5 2014

Christian F. Gebhardt
826 NE 100th Street
Seattle, WA 98125

Re: Freedom of Information Act Request No. EPA-HQ-2014-007736

Dear Mr. Gebhardt:

This letter is in reference to your Freedom of Information Act (FOIA) request received by the U.S. Environmental Protection Agency on June 24, 2014, in which you requested at least one copy of all position descriptions of EPA employees currently in electronic format for the five year records retention period.

The Office of Administration and Resources Management contacted you via email on June 27, 2014 to seek clarification of your request because it was determined that the request involved a "voluminous" amount of records which must be located, compiled, and reviewed. It was also determined that the amount of time to process the request would exceed 20 days and the cost to process the request would be over \$25. On July 3, 2014, you spoke with Lauren Lemley of my staff and indicated that you would provide clarification within one week.

As stated in an email sent to you on July 16, 2014, if no response was received within 14 days, OARM would take steps to administratively close your request. As no response was received, this letter concludes our response to your request. You may appeal this response to the National Freedom of Information Officer, U.S. EPA, FOIA and Privacy Branch, 1200 Pennsylvania Avenue, N.W. (2822T), Washington, DC 20460 (U.S. Postal Service Only), FAX: (202) 566-2147, E-mail: hq.foia@epa.gov. Only items mailed through the United States Postal Service may be delivered to 1200 Pennsylvania Avenue, NW. If you are submitting your appeal via hand delivery, courier service, or overnight delivery, you must address your correspondence to 1301 Constitution Avenue, N.W., Room 6416J, Washington, DC 20001. Your appeal must be made in writing, and it must be submitted no later than 30 calendar days from the date of this letter. The Agency will not consider appeals received after the 30 calendar day limit. The appeal letter should include the tracking number listed above. For quickest possible handling, the appeal letter and its envelope should be marked "**Freedom of Information Act Appeal.**"

If you have any questions concerning this response please contact Lauren Lemley of my staff at 202-564-1290.

Sincerely,

A handwritten signature in blue ink, appearing to read "John L. Showman, III". The signature is fluid and cursive, with a long horizontal stroke at the end.

John L. Showman, III
Director, Office of Policy and Resources Management